Previous references.

File No. 286-11

1912 ✓

(Genl. Misc.)

Later references.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1

PART B FOR May 1912

SUBJECT.

Question of insisting on the officers of Govt the desirability of signing their names legibly ~~and~~ or ~~in cases where illegible~~ adding their names and official designation below their signatures whenever they sign for others when their usual signature is not quite clear

---

Sl. 1 To the Heads of Depts & Dy: Commrs of Dts. No. G. 5902-4994 5/12
Directs that the name and official designation of an officer whose signature is not clear, should be added in a legible hand whenever he signs for another

G. R. S. 58.
K.V. Krishnaswamy

G.R.S. 11] 1911-12

GENERAL AND REVENUE SECRETARIAT.

(fm)

NOTES.

File No. 286-11

FILE HEADING.

The Question of insisting on the Offices of Govt the desirability of signing their names legibly and in unavoidable Cases adding their names and official designation below their signature wherever they sign for others ——

From

No. Dated Received

Diary No. | Enclos. Spare Copies. | Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

GPB—30,000—12-8-11

No. 9207/1

OFFICE OF THE REV. COMR. IN MYSORE,

Bangalore, 6th March 1911. ~~19xx~~.

(2)

FROM

Rajakarya Pravina
A. RANGASWAMI IYENGAR, ESQ., B. A., B. L.,
Revenue Commissioner in Mysore.

To

The Secretary to the Government of
His Highness the Maharaja of Mysore,
General & Revenue Departments.

SIR,

I have the honor to forward herewith for the information of Government a copy of my circular memorandum No. 9199-206 dated this day insisting on officers of the Revenue Department signing their names legibly.

I have the honor to be,

Sir,

Your most obedient servant,

For Revenue Commissioner.

R.S.

T 9/3 BR 191 - 191 4309 R

Secy

From

RAJAKARYA PRAVINA

A. Rangaswami Iyengar, Esq., B. A., B. L.,

Revenue Commissioner in Mysore.

To

The Secretary to the Government of
H. H. the Maharaja of Mysore,
General & Revenue Departments.

Dated 6th

Despatched 8th March 911

Received

General No. 9207

Enclosure No. 1

SUBJECT.

Submits Copy of a Circular memo inviting on the officers of the Revenue Department Signing their names legibly

---

Caxton Press, Bangalore, 2000—6—10.

Fin 286-11

Office of the Revenue Commissioner in Mysore,

Dated Bangalore, 6th March 1911.

No. 9199-206 8

Circular Memorandum.

In inviting the attention of the Deputy Commissioners of Districts and other officers of the Revenue Department to Government Order No. 6499-532/R.2227 dated the 22nd January 1897 insisting on officers signing their names legibly (republished below for ready reference), the Revenue Commissioner regrets to notice that the Government Order is very much neglected especially by the graded officers of small service and others employed in the lower ranks. He requests that the Deputy Commissioners will insist upon the due ~~observance~~ observance of this salutary direction and impress upon their subordinate officers that disregard of it will have to be reported to Government for due notice being taken.

2. It is also directed that where ~~an~~ one officer signs for the head of the office or any other officer, the official designation of the former should also be added, as it becomes very difficult to guess the same after some ~~many~~ years.

Sd. A. Rangasami Iyengar.
~~For~~ Revenue Commissioner.

G.O. No. 6499-532/R 2227 dated Bangalore 22nd January 1897:-

" Order.- Government are pleased to reiterate the instructions contained in order No. 9225-32-206 dated 27th February 1890 x x x and to impress upon Deputy Commissioners and Heads of Departments the desirability of requiring all their subordinate officers to sign their names in a legible manner".

To

The Compiler, Mysore Gazette, for publication in Part II of the Gazette and supplying to this office 250 copies ~~of~~ thereof, 10 of them being unsigned.

R.S.

Copy

For Revenue Commissioner.

G.R.S. 13]

Fin 286-11

(4

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

D No 4309.

From the Rev. Com^r. - No 9207 6/3/11 - Submits a copy of his circular memo insisting on the Officers of the Rev. Dep^t &c. signing their names legibly - This has been sent here for information

1. Subd for perusal. to Dewan

DS(87) 17/3

& 18/3/11

10625

19.3.11

88-16

17/3/11

2. Ans

3. Ilen -

4. But this may mean that Gentlemen who have hitherto been signing their names illegibly should now sign the form - Then again, this will be inconvenient - embarrassing - & a breach of continuity - Even so it may be inoperative in those cases in which the handwriting itself may be illegible - Why not add a provision regarding the Gentlemen concerned

5

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—95,000—21-4-09

1

Can unpressing them
names in future typed

Thurs 5 May 21

6. There seems to be no
objection but the
difficulty will be how
to decide that an
officer's signature is
illegible The officer concerned
himself will be loath
to admit that his
signature is illegible
and it would be awkward
for any officer to say
down who are his subordinates
who cannot write legibly
It does not seem to
be impossible for any
one to write his signature
legibly without loss of its
individual characteristics

Rarely so – In
most of the cases
in which the signature
alone is illegible
while the handwriting
of the rest is
fairly readable –

8

Levy)

8/5/21

6. There seems to be no harm in
directing that where the signature is itself
not quite clear legible, the name & actual

G.R.S. 13]

For 286-11

(6)

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Official Designation of the person signing (where one signs for another) should be added in a legible hand in bracket below the formal signature ^ above the Designation of the sender of the letter —

as.

{ (Rama Row
asst Commr)
for Dy Commr.
DC—

Mis Repr H/G of 1911-12

11563.
11.5.11

CSB
9/5/11

Dewan)
Please prepare the Rep[t] in order & circulate. D[o] mail 5/5
[illegible] put this moment dealt with a file of papers in the Rep[t] in connection with Dept[t] Mr. Short one

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

DC

CSB
(Mr

GHB—30,000—23-2-11

Note × Refers to Mest 195. 10/11. re insurance of Hakim Syed Ahmed — also Pol Mis 1124 —

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Mrs 4/4

I denmark are unreadable, & neither in Print Can I do that I mean K!

29/JULY

I

Submitted with a draft order

H. 114 Mrs 8. Leay) 5.7.1911.

5.7.11

Circulate

26/7/11

This is like writing [illegible] & not altogether flattering to the illegible Signer. However there is no obj^n to the issue of an order.

Does the order of Govt apply only to subordinate Offices & not to D.C.s etc?

28/7/11

May issue

I wonder why I is to determine is prohibited or otherwise?

31/7/11

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—30,000—23-2-11

G.R.S. 13]

Fin 286—11

(8)

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

12822
1.8.11

Dewan

CSB
1/8/11

Mis Repr. H/Q of
1911-12

Draft approved by the Dewan.
CSB
21/4/11

Issue
CSB
23/4/12
hm

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

O.T.U

GPB—30,000—23-2-11

G. R. S. 12]
General and Revenue Secretariat.

G. M File No. 286 of 1911-12

Serial No.	
1	To Heads of Departments & Dycarr of Districts No. G. S-902-49-8. 4. S-12. Directs that if the signature of any officer is not quite clear and legible his name and official designation (where he signs for another) be added, in a legible hand & within brackets, between the signature and above the designation of the actual sender of the letter

This 4 of 11

Rec'd

NOTE—Contn. sheet.

GPB—50,000—12-8-10

G.R.S. 28.]

24/9/13 Mw

3 copies

(1)

G. M. File No. 286 - 11

Serial No. 1

P.B No G 150 Q 4.5.12

Diary No. of letter replied to

Proceedings of the Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE SECRETARIAT.

( )

S

, the 19

Date of issue 4.5.12

Signed by Mr Ramaswamayya

READ ~~ajam~~ —. ×

G.O. No. 6499-532-R. 2287 dated the 22nd. January 1897 impressing upon the Heads of Depts and Dy. Comrs of Dts the desirability of requiring all their Subordinate Officers to sign their names legibly.

~~ORDER THEREON. No.~~

Order thereon No. GS 902-498. 4.5.12

In inviting attention to the above ords Govt. direct that ~~where~~ if the usual signature of any Officer is not quite clear & legible

P.T. over

SUBJECT.

his name and ~~actual~~ official
(2)
designation (where he signs for
another) be added, in a legible
hand & within brackets, below
the ~~forged~~ signature & above
the designation of the actual
sender of the letter; ~~as in the margin~~

May this be printed?
Yes

Offg. Secy to Govt.
5.7.11

To

The Heads of Depts.
The Dy. Comrs. of Dists.

Copy to Br. I for inclusion
in the Rev. Manual.

31/7/11

Proceedings of the Government of His Highness the Maharaja of Mysore. General Miscellaneous, dated 4th May 1912.

READ AGAIN—

Government Order No. 6499-532—R. 2227. dated the 22nd January 1897, impressing upon the Heads of Departments and Deputy Commissioners of Districts the desirability of requiring all their subordinate officers to sign their names legibly.

No. G. 5902-49—G. M. 286-11-1, DATED BANGALORE, 4TH MAY 1912.

ORDER THEREON:—In inviting attention to the above Order, Government direct that if the usual signature of any officer is not quite clear and legible, his name and official designation (where he signs for another) be added, in a legible hand and within brackets, below the signature and above the designation of the actual sender of the letter.

C. S. BALASUNDARAM IYER,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Heads of Departments.
The Deputy Commissioners of Districts.

Exd.—C. V.

1911-12

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL MISCELLANEOUS

PROCEEDINGS.

Dated 4th May 1912

No. G. 5902-49
G. M. 286-11-1

Directing that the name and official designation of an officer whose signature is not clear, should be added in a legible hand whenever he signs for another.

GPB—17-5-12—500